

**From:** [Berkoff, Michael](#)  
**To:** [Noel, Mike](#); [Bucholtz, Paul \(DEQ\)](#); [Andrew Steinberg](#); [Jeff.Keiser@CH2M.com](mailto:Jeff.Keiser@CH2M.com); [Saric, James](#); [Beth.Rohde@CH2M.com](mailto:Beth.Rohde@CH2M.com); "[Scott.Hutsell@CH2M.com](mailto:Scott.Hutsell@CH2M.com)"  
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All,

I would like to schedule our first planning session on Tuesday the 29<sup>th</sup> at 3 pm Central. I have heard from many but not all of you. If you have not yet responded, please let me know if you are available at this time. Jeff will provide a call-in number.

Thanks,

Michael

Michael Berkoff  
Remedial Project Manager  
U.S. EPA Region 5  
Superfund Division  
Remedial Response Section #3  
Phone:(312) 353-8983  
Fax:(312) 582-5160